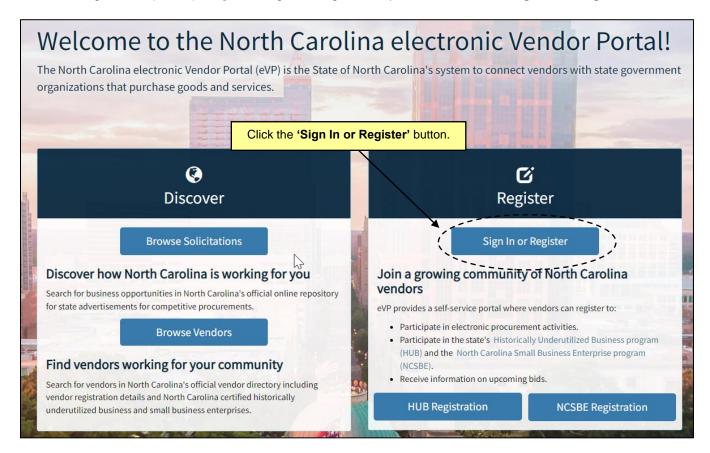# NC electronic Vendor Portal
Registering in eVP

The North Carolina electronic Vendor Portal (NC eVP) is an internet application that allows companies and individuals to register to do business with the state of North Carolina. The application allows vendors to register for the Department of Administration procurement related systems, including the North Carolina Small Business Enterprise Certification (NCSBE), the Historically Underutilized Business Certification (HUB Certification), and NC eProcurement. In addition, an eVP account enables vendors to respond electronically to specified solicitations and receive nightly solicitation notifications.

This guide provides detailed steps to complete the registration process. If there are any questions during the registration, please contact the NC electronic Vendor Portal Help Desk via phone at 888-211-7440, option 2, or via email at vendor@nc.gov.
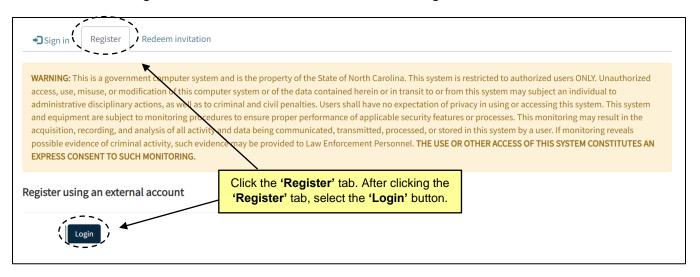
I. NC eVP Registration Vendor Page

1. Navigate to https://evp.nc.gov to begin the registration process. Select the **'Sign In or Register'** button..
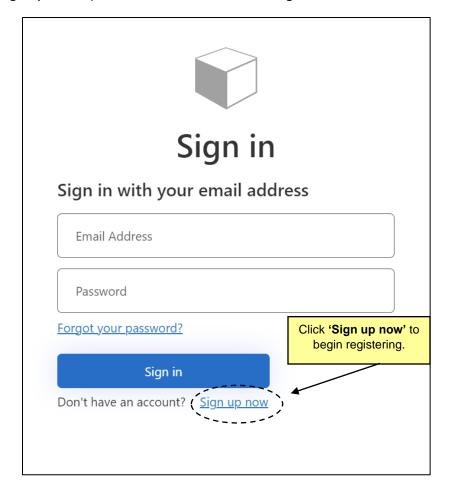
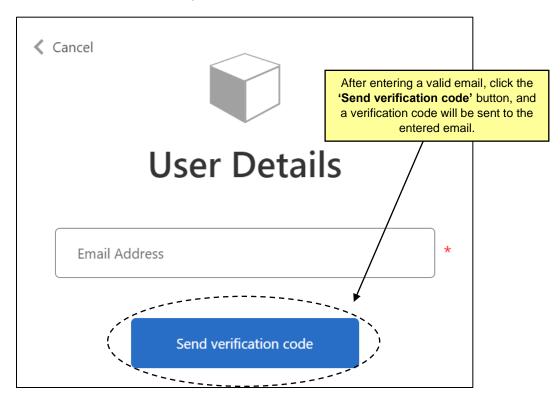2. Select the **'Register'** tab from the next screen and click the **'Login'** button.

Sign in Register Redeem invitation

WARNING: This is a government computer system and is the property of the State of North Carolina. This system is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to or from this system may subject an individual to administrative disciplinary actions, as well as to criminal and civil penalties. Users shall have no expectation of privacy in using or accessing this system. This system and equipment are subject to monitoring procedures to ensure proper performance of applicable security features or processes. This monitoring may result in the acquisition, recording, and analysis of all activity and data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. **THE USE OR OTHER ACCESS OF THIS SYSTEM CONSTITUTES AN EXPRESS CONSENT TO SUCH MONITORING.**

Register using an external account

Click the **'Register'** tab. After clicking the **'Register'** tab, select the **'Login'** button.

Login

3. Click the **'Sign up now'** option that is located under the **'Sign in'** button.

Sign in

Sign in with your email address

Email Address

Password

Forgot your password?

Click **'Sign up now'** to begin registering.

Sign in

Don't have an account? Sign up now

4. Enter a valid email address into the **'Email Address'** field. Click the **'Send verification code'** button.

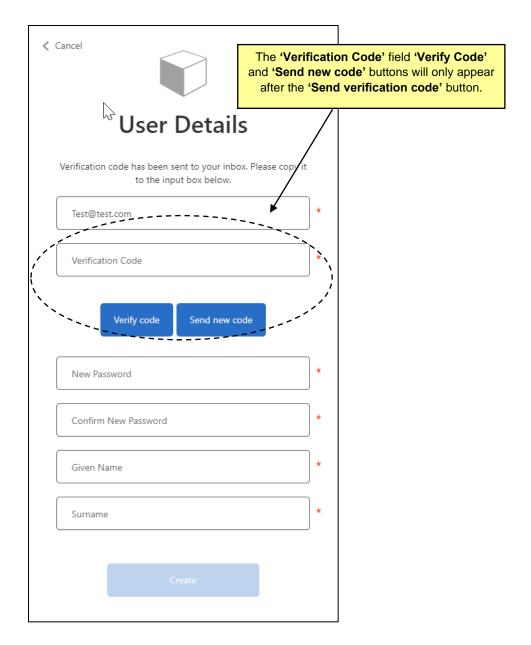   **Note:** The email address should be unique for each vendor account.

5. Upon clicking **'Send verification code'**, a verification email will be sent to the email address provided, and a **Verification Code** field will appear on the User Details page. In the verification email, there will be a verification code. Type the verification code into the **'Verification Code'** field and select **'Verify Code'**.

Note: If an incorrect verification code is used, an error saying "The verification has failed, please try again" will appear.

6. The User Details page contains several required fields that provide more information about the person registering your company. Complete the '**New Password'**, **'Confirm New Password'**, **'Given Name'**, and **'Surname'** fields and select the **'Create'** button.

Note: The **'Given Name'** field should be the user's first name, and the **'Surname'** field should be the user's last name.
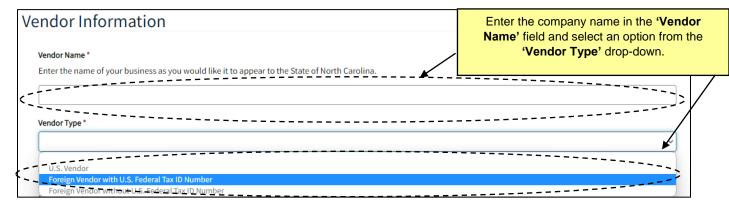

7. The user will be directed back to the eVP homepage. Click the **'Complete Registration'** button to continue registering.
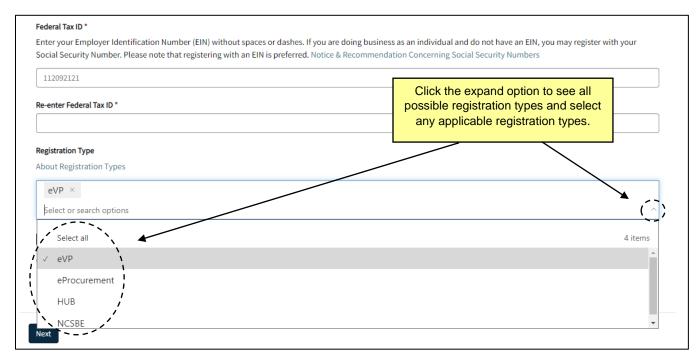
II. Vendor Information

1. Enter the company name in the **'Vendor Name'** field.
2. Select the appropriate option from the **'Vendor Type'** drop-down menu.

   a. U.S. Vendor
   b. Foreign Vendor with U.S. Federal Tax ID Number
   c. Foreign Vendor without U.S. Federal Tax ID Number

Enter the company name in the **'Vendor Name'** field and select an option from the **'Vendor Type'** drop-down.
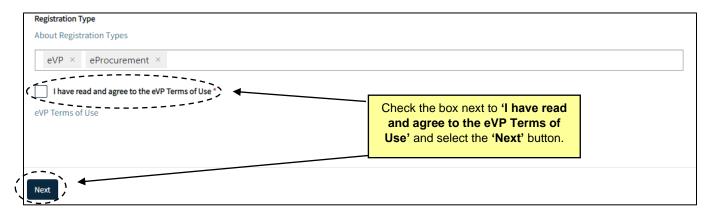
3. If you are registering with a U.S. Federal Tax ID Number, enter the company's Federal Tax ID Number (without the dashes) into the **'Federal Tax ID Number'** and **'Re-enter Tax ID Number'** fields. Federal Tax ID Number is also known as Federal Employer Identification Number (FEIN).

4. The **'Registration Type'** field is where the vendor will choose the services in which the company will participate. There are a total of four services vendors can register for. The field will default to the **'eVP'** option. Vendors can select additional services by clicking the expand option and selecting the services or by searching for the services.

   a. **NC eProcurement** – receive purchase orders from State Entities, Local Education Authorities (K-12 Schools Systems), Community Colleges, and participating Local Governments. This registration enables vendors to collaborate with participating entities on contract documents and collaboration requests via the Ariba Business Network.
   b. **eVP** - receive e-mail notifications of procurement and construction opportunities based on designated Commodity Codes. Vendors may designate contacts to receive notifications, as well as Commodity Codes to indicate the type of procurement opportunities for which they would like to be notified. eVP registered Vendors can also respond electronically to designated solicitations.
   c. **HUB Certification** - Vendors must apply for certification through the electronic Vendor Portal if they wish to be certified as a Historically Underutilized Business (HUB). Certification as a HUB vendor provides greater exposure for business opportunities in state procurement and contracting.
   d. **NCSBE Certification** - Vendors must apply for certification through the electronic Vendor Portal if they wish to be certified as a North Carolina Small Business Enterprise (NCSBE). Certification as an NCSBE Vendor provides greater exposure for business opportunities in state procurement and contracting.

Note: The Registration Type(s) selected will affect the information that is collected in the rest of the registration process. Registration types can be removed by clicking the **'x'** in the box to the right of their name.

5. After completing the required fields, review the eVP terms of use. Once confirmed, click the check box next to "I have read and agree to the eVP Terms of Use" and click the **'Next'** button.

Note: The terms of use can be viewed by clicking on **'eVP Terms of Use.'**
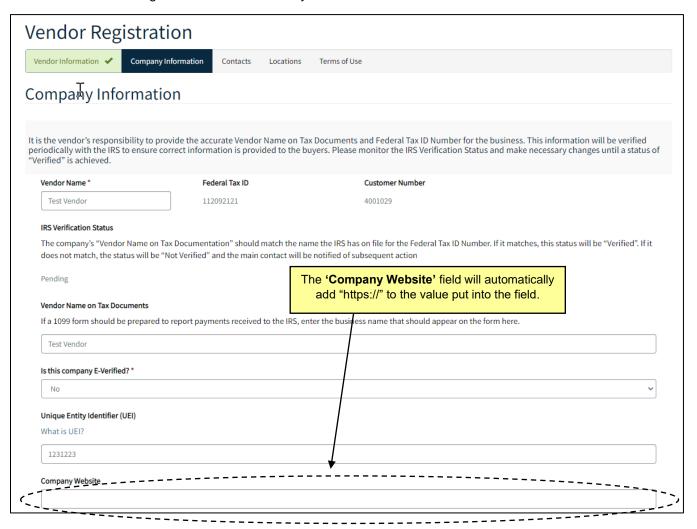
III. Vendor Information

1. Complete all required fields on the top section **'Company Information'** page.
    a. **'Vendor Name'** – Defaults based on the information entered in the **'Vendor Name'** field when beginning the registration. This should be the Company Name as state of North Carolina buyers would recognize the company.
    b. **'Federal Tax ID'** - This is not an editable field. The Federal Tax ID number is defaulted based on the information entered at the beginning of the registration process.
    c. **'Customer Number'** - This is a unique system-generated number and is not an editable field. This number should be noted, as it can be used to identify the company when speaking to the NC eVP Help Desk
    d. **'IRS Verification Status'** - This is not an editable field. The "IRS Verification Status" field will display "Pending" until the IRS TIN (Tax Identification Number) matching process is complete for the vendor information.
    e. **'Vendor Name on Tax Documents'-** This field needs to match exactly what the IRS has on file for the Federal Tax ID number used to register the account. If necessary, click into the field and update the value.
    f. **'Is this company E-Verified?'** – Is an online service that allows employers to confirm the employment eligibility of potential workers. There are three possible selections **'Yes'**, **'No'**, and **'Unknown'**.
    g. **'Unique Entity Identifier (UEI)' (Optional)** - The Unique Entity ID (UEI) is a unique identifier for entities created by the US Federal Government in SAM.gov. If the company does not have a UEI, the field can be left blank.
    h. **'Company Website' (Optional)** - Enter the website for the company in this field. If the company does not have a website, the field can be left blank.
    i. **'Is this company a government entity?'** – Select the appropriate value from the drop-down menu. If HUB or NCSBE registration type is selected, this field will default to **'No'**.
    j. **'Is this company a educational entity?'** – Select the appropriate value from the drop-down menu. If HUB or NCSBE registration type is selected, this field will default to **'No'**.
    k. **'Registered with NC Secretary of State?'** – Select the appropriate value from the drop-down menu. The possible selections for this field is **'Yes'**, **'No'**, and **'Unknown'**.

I. **'NC Secretary of State ID (SOS ID): (Optional)** – Vendors are assigned a SOS ID once they have registered with the Secretary of State's office.
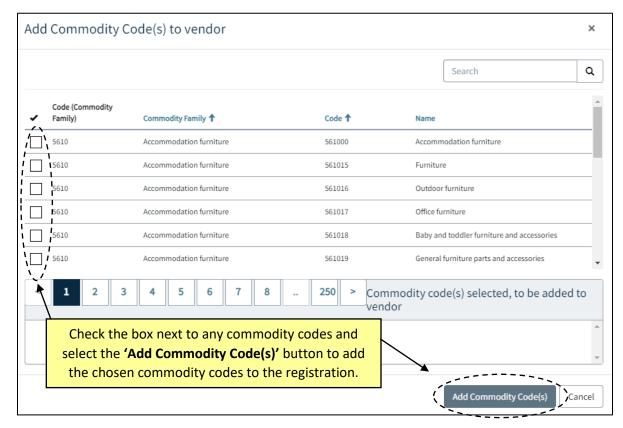
Vendor Registration

| Vendor Information ✔ | **Company Information** | Contacts | Locations | Terms of Use |

Company Information

It is the vendor's responsibility to provide the accurate Vendor Name on Tax Documents and Federal Tax ID Number for the business. This information will be verified periodically with the IRS to ensure correct information is provided to the buyers. Please monitor the IRS Verification Status and make necessary changes until a status of "Verified" is achieved.

Vendor Name *
Test Vendor

Federal Tax ID
112092121

Customer Number
4001029

IRS Verification Status

The company's "Vendor Name on Tax Documentation" should match the name the IRS has on file for the Federal Tax ID Number. If it matches, this status will be "Verified". If it does not match, the status will be "Not Verified" and the main contact will be notified of subsequent action

Pending

> The **'Company Website'** field will automatically add "https://" to the value put into the field.

Vendor Name on Tax Documents

If a 1099 form should be prepared to report payments received to the IRS, enter the business name that should appear on the form here.

Test Vendor

Is this company E-Verified? *

No   ⌄

Unique Entity Identifier (UEI)

What is UEI?

1231223

Company Website

2. Check the boxes to the left of any of the statements that apply to the company on the **'Select all that apply'** section of the Company Information page. The statements in the section are below.
   a. I am registering as an Individual or Sole Proprietorship
   b. This company is based in North Carolina.
   c. This company is a small business.
   d. This company is a disabled business enterprise. – This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.
   e. This company is not for profit. - This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.
   f. This company is a non-profit work center for the blind and severely disabled. - This field defaults to unchecked and is not editable if HUB or NCSBE is selected as a registration type.

Select all that apply

☐ I am registering as an Individual or Sole Proprietorship

Check the box next to any statements that apply.

☐ This company is based in North Carolina

☐ This company is a small business. Small Businesses must fit into one of the following categories:
   Wholesale Business: Annual sales of four million dollars ($4,000,000) or less during its fiscal year.
   Service Business: Average sales of five hundred thousand dollars ($500,000) or less for the current preceding three (3) fiscal years and who employs no more than twenty-five (25) persons.
   Retail Business: Annual sales and receipts of five hundred thousand dollars ($500,000) or less.
   Manufacturing Business: Employs no more than one hundred (100) persons

The following are defaulted to "No" if a HUB or NCSBE registration type is selected. Only for-profit firms can be certified as HUB or NCSBE.

☐ This company is a disabled business enterprise

☐ This company is not for profit

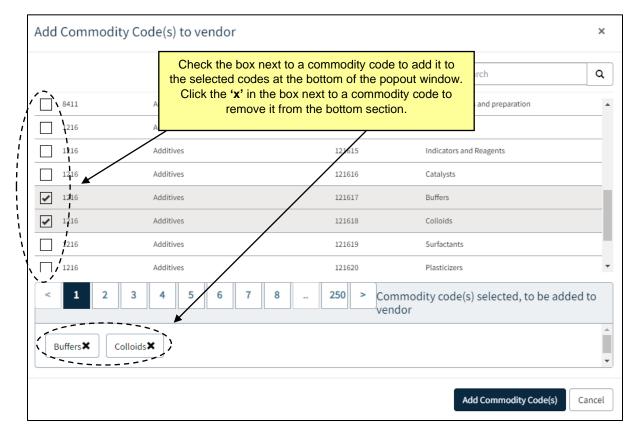☐ This company is a non-profit work center for the blind and severely disabled

3. Add any relevant Commodity & Construction Codes.
    a. To add a commodity code, select the **'Add Commodity Code(s)'** button.
    b. The search bar in the upper right-hand corner of the popout screen can be used to find commodity codes. Check the box next to any relevant commodity codes. Click the **'Add Commodity Code(s)'** button.

c. The selected commodity codes will show up in the commodity codes section and can be removed by selecting the drop-down arrow next to them and selecting **'Remove commodity code'**.
d. To add a construction code, select the **'Add Construction Code(s)'** button.
e. Check the box next to any relevant construction codes. The search bar in the upper right-hand corner of the popout screen can be used to find construction codes. Click the **'Add Construction Code(s)'** button.
f. The selected construction codes will show up in the construction codes section and can be removed by selecting the drop-down arrow next to them and selecting **'Remove construction code'**.

Note: Selecting Commodity & Construction codes is optional but will assist buyers when searching for vendors.

4. The last section of the Company Information page is the **'Design Services'** section. Click the check box next to any of the design services that are applicable. The two possible 'Design Services' are **'Architectural Services'** and **'Engineering Services'**.

IV. Contacts

1. The 'Contacts' page contains the contacts associated with the company registration. Vendors can create and manage existing contacts.
2. Click the drop-down arrow next to the contact and select **'Manage Contact'**.
3. Add a phone number to the **'Phone Number'** field.
4. Select the **'Add Commodity Code(s)'** button. Check the box next to any relevant commodity codes.

Note: The search bar in the upper right-hand corner of the popout screen can be used to find commodity codes.

Note: Bid notifications will be sent out based on the commodity codes selected for each contact.
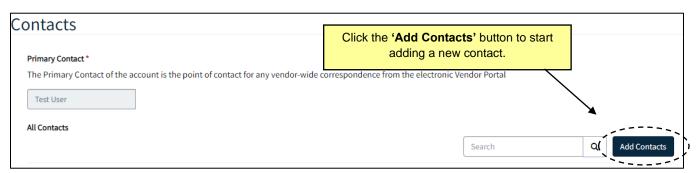
5. Once the applicable commodity codes have been selected, click the **'Add Commodity Code(s)'** button.
6. Click the **'Submit'** button.
7. If necessary, add any additional contacts using the **'Add Contacts'** button. On the pop-up window, populate all of the required fields.
    a. **'First Name'** – Enter the first name of the contact that is being added.
    b. **'Last Name'** – Enter the last name of the contact that is being added.
    c. **'Job Title'** – Enter the title of the contact that is being added. This field is not a required field.

    d. **'Country'** – This filed will be prepopulated with 'United States'. If necessary, use the drop-down menu to select a different country to associate with the contact.

    e. **'Phone Number'** – Enter a phone number to associate with the contact.

    f. **'Extension'** – If applicable, enter the extension associated with the **'Phone Number'** field. This is not a required field.

    g. **'eVP Access Level'** – Select one of the three access levels for the contact.

        i. **'Account Owner'** - Can perform maintenance on all vendor account items and can submit electronic bids. This is the only role that can register a vendor account to participate in the NCEP, HUB, and NCSBE programs. There must always be at least one account owner on every vendor account.

        ii. **'Account Maintenance'** - Cannot modify vendor registration type or vendor data on the company information page, but can perform maintenance on all other vendor account items and can submit electronic bids.

        iii. **'Read Only'** - Can view but not modify data on vendor account and can submit electronic bids.

Note: More than one user can be assigned to each access level.

    h. **'This contact is a sourcing contact'** – Checking this box will allow the contact to click the **'Intends to Participate'** button on applicable solicitations. Clicking the **'Intends to Participate'** button will send all sourcing contacts an NCEP Sourcing Event email invitation.

8. Click the **'Submit'** button to finish adding the new contact.

Note: Clicking the 'Submit' button will trigger an email to be sent to the newly added contact inviting them to join the account.

9. If applicable, add commodity codes to the newly created contact. Click the drop-down arrow next to the newly added contact. Select **'Manage Contact'** and scroll down the Manage Vendor Contact popout window. Click on the **'Add Commodity Code(s)'** button. Check the boxes next to any relevant codes and click the **'Add Commodity Code(s)'** button. Click the **'Submit'** button to finalize the changes.
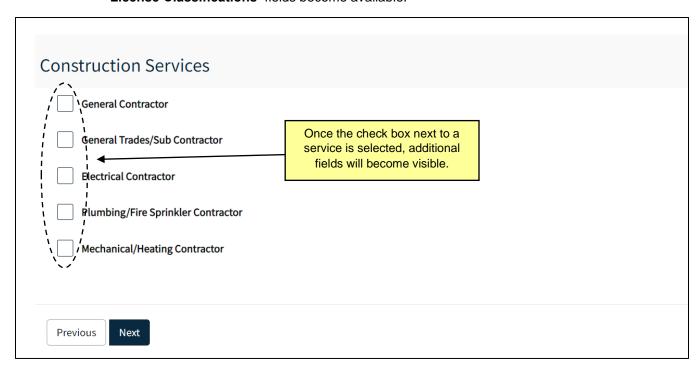
Note: Additional contacts can be added by clicking the **'Add Contacts'** button again and completing steps 7 through 9.

Note: Other possible contacts to add may include contacts who receive payments of goods or services, receive purchase orders, receive invoices, and/or receive bid notifications.

10. The last section of the contacts page is the Construction Services section. Check the box next to any of the applicable construction services and fill out any additional fields with the appropriate information.

    a. **'General Contractor'** – When this service is selected the **'General Contactor License Number'**, **'General Contactor Licensed Contact'**, **'General Contactor Limitation'**, and **'General Contactor Work Classifications'** fields become available.

b. **'General Trades/Sub Contractor'** – When this service is selected the **'Trades/Sub License Number'** and **'Trades/Sub License Contact'** fields become available.

c. **'Electrical Contractor'** – When this service is selected the **'Electrical Contractor License Number'**, **'Electrical Contractor License Contact'**, and **'Electrical License Specialties'** fields become available.

d. **'Plumbing/Fire Sprinkler Contractor'** – When this service is selected the **'Plumbing/Fire Sprinkler License Number'**, **'Plumbing/Fire Sprinkler Licensed Contact'**, and **'Plumbing/Fire Sprinkler License Classifications'** fields become available.

e. **'Mechanical/Heating Contractor'** - When this service is selected the **'Mechanical/Heating Licensing Number'**, **'Mechanical/Heating Licensed Contact'**, and **'Mechanical/Heating License Classifications'** fields become available.
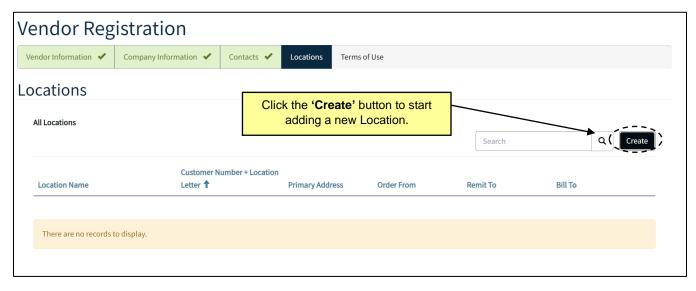

11. Once all necessary contacts have been added and any construction services filled out, click the **'Next'** button to move to the next page.
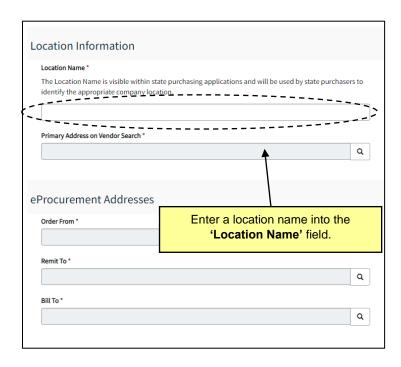
V. Locations

1. A vendor can create new and manage existing locations on the Locations page.
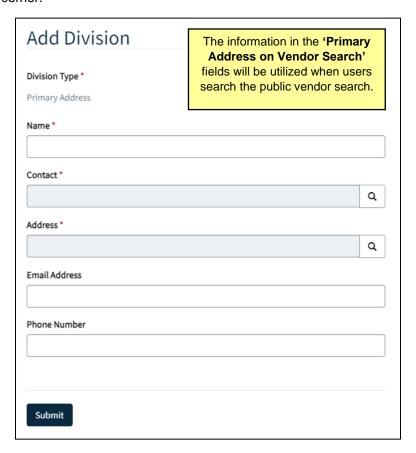2. Click the **'Create'** button to start creating a location.

Vendor Registration

| Vendor Information ✔ | Company Information ✔ | Contacts ✔ | Locations | Terms of Use |

Locations

All Locations

Click the **'Create'** button to start adding a new Location.

Search 🔍 (Create)

| Location Name | Customer Number + Location Letter ↑ | Primary Address | Order From | Remit To | Bill To |

There are no records to display.

3. Complete the following fields to create the Location:
   a. **'Location Name'** - Enter the Location Name to uniquely identify the company location. The Location Name should include any information needed to uniquely identify the location: division name, subsidiary business name, geographic location, product division, etc. This field will be seen in the buyer system and will be used by buyers to select the correct location to send their purchase order to.

Location Information

Location Name *

The Location Name is visible within state purchasing applications and will be used by state purchasers to identify the appropriate company location.

Primary Address on Vendor Search *

🔍

eProcurement Addresses

Order From *

Enter a location name into the **'Location Name'** field.

Remit To *

🔍

Bill To *

🔍

b. **'Primary Address on Vendor Search'** – Click the magnifying glass next to the **'Primary Address on Vendor Search'** field**.** In the popup window click the **'New'** button in the lower left-hand corner.

Add Division

Division Type *

Primary Address

> The information in the **'Primary Address on Vendor Search'** fields will be utilized when users search the public vendor search.

Name *

Contact *

Address *

Email Address

Phone Number

Submit

c. **'Name'** – Enter the name of the **'Primary Address on Vendor Search'**.
d. **'Contact'** – Click the magnifying glass and select an existing contact or click the **'New'** button to create a new contact to associate with the **'Primary Address on Vendor Search'.**

e. **'Address'** –Click the **'New'** button to create a new address to associate with the **'Primary Address on Vendor Search'.** A new **'Add Address'** window will pop up. Fill out all the required fields listed below and hit the **'Submit'** button to create the address.

      i. **'Address Name'** – Enter a name for this address. This address name will be used to refer to the address throughout the registration.

      ii. **'This is an international address'** – Check this box if the address is an international address.

      iii. **'Street 1'** and **'Street 2'** - Enter the Street Address or PO Box of the address.

      iv. **'Country'** – This field defaults to United States. If necessary, click the magnifying glass to update the field to the appropriate country for this address.

      v. **'County'** – If North Carolina is selected in the **'Sate'** field, a '**County'** field will become visible and required. Select the magnifying glass to choose the appropriate county for this address.

      vi. **'State'** – Click the magnifying glass and select the state where the address is located.

      vii. **'City'** – Enter the city where the address is located.

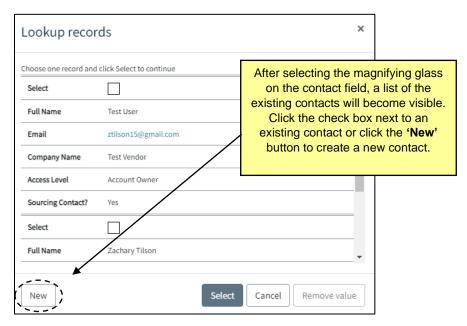   viii. **'Zip Code'** – Enter the zip code associated with the address.

f. **'Email'** – Enter an email address to associate with the **'Primary Address on Vendor Search'**.

g. **'Phone'** – Enter a phone number to associate with the **'Primary Address on Vendor Search'**.

h. Click **'Submit'** to finish creating a **'Primary Address on Vendor Search'**.

Note: If a vendor does not select NC eProcurement as a registration type, the **'Order From'**, **'Remit To'**, and **'Bill To'** sections will not be required fields. Skip to step 7.
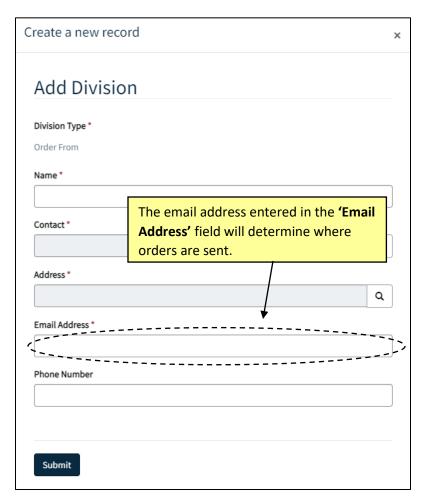
4. **'Order From'** – The order from section determines where purchase order are sent. Click the magnifying glass to select an existing Order From. To create a new Order From, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.

   a. **'Name'** – Enter the name of the location to which purchase orders will be received (ex. Raleigh Orders, Corporate Orders, Timber Orders).

   b. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to associate with the Order From.
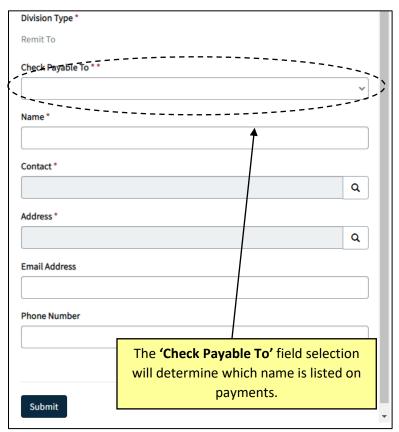

c. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Order From.

d. **'Email'** – Enter the email address where purchase orders for the location should be emailed.

e. **'Phone Number'** – Enter the phone number that should be associated with the Order From.

The email address entered in the **'Email Address'** field will determine where orders are sent.
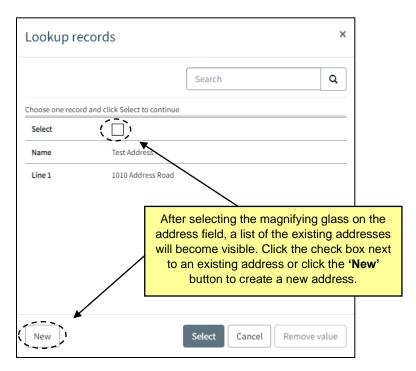
f. Click submit to finish creating the Order From.

5. **'Remit To'** – The Remit To section determines where payment for goods and services is sent. Click the magnifying glass to select an existing Remit To. To create a new Remit To, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.
    a. **'Check Payable To'** – Select **'Vendor Name'** or **'Location Name'** from the drop-down menu. The Vendor Name is the name entered in the **'Vendor Name'** field when beginning the registration. The Location Name is the value entered in the **'Location Name'** field at the beginning of the locations section.

The **'Check Payable To'** field selection will determine which name is listed on payments.

b. **'Name'** - Enter the name of the location to which payment for goods and services should be sent (Ex. Raleigh Remit To, Corporate Remit To, Accounts Receivable, etc.).

c. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to receive payments.

d. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Remit To.

Lookup records ✕

Search 🔍

Choose one record and click Select to continue

Select	☐
Name	Test Address
Line 1	1010 Address Road

After selecting the magnifying glass on the address field, a list of the existing addresses will become visible. Click the check box next to an existing address or click the **'New'** button to create a new address.

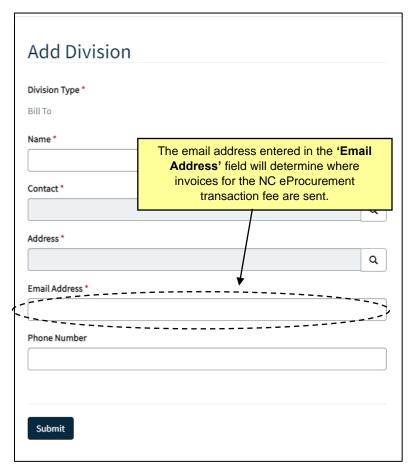New   Select   Cancel   Remove value

      e. **'Email'** – Enter the email address that should be associated with the location's Remit To.

      f. **'Phone Number'** – Enter the phone number that should be associated with the Remit To.

      g. Click submit to finish creating the Remit To.

6. **'Bill To'** – The Bill To section determines where invoices for NC eProcurement transaction fee is sent. Click the magnifying glass to select an existing Bill To. To create a new Bill To, click the magnifying glass, select the **'New'** button from the search screen, and fill out the required fields.

      a. **'Name'** – Enter the name of the location to which invoices will be received (ex. Billing Department, Accounts Payable, Corporate Office).

      b. **'Contact'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new contact to associate with the Bill To.

      c. **'Address'** – Click the magnifying glass to choose a Contact or click the **'New'** to enter a new address to associate with the Bill To.

      d. **'Email'** – Enter the email address where invoices for the location should be sent.

      e. **'Phone Number'** – Enter the phone number that should be associated with the Bill .

f. Click **'Submit'** button to finish creating the Bill To.

Add Division

Division Type *

Bill To

Name *

[   ]

> The email address entered in the **'Email Address'** field will determine where invoices for the NC eProcurement transaction fee are sent.

Contact *

[🔍]

Address *

[🔍]

Email Address *

[   ]

Phone Number

[   ]

[Submit]

7. Once all the required fields have been populated, click the **'Submit'** button to finish creating the location.
8. If necessary, click the **'Create'** button to continue to add more locations. Once all the required locations have been added click the **'Next'** button.
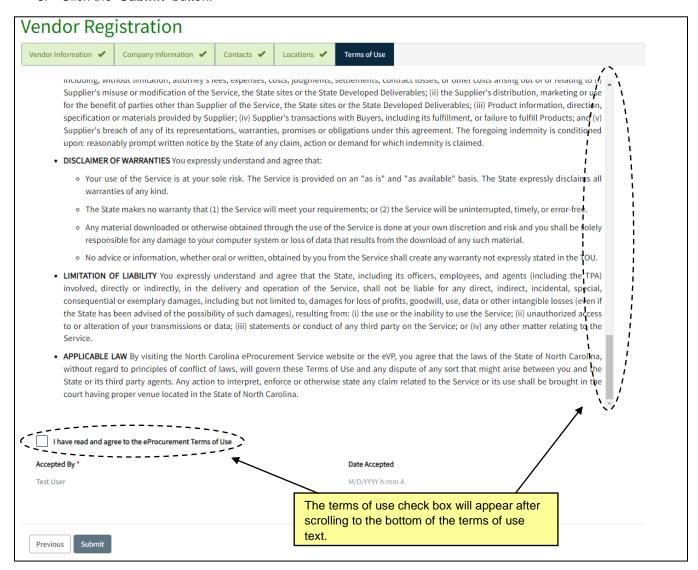
VI. Terms of Use

1. If NC eProcurement was selected as a Registration Type, read and review the NC eProcurement Terms of Use.
2. Click the check box next to **'I have read and agree to the eProcurement Terms of Use'**.

   Note: The check box check box next to **'I have read and agree to the eProcurement Terms of Use'** won't appear until the terms of use text box has been scrolled to the bottom.

3. Click the **'Submit'** button.

4. After clicking the **'Submit'** button a registration confirmation message will show up.

Note: If HUB or NCSBE qualification was indicated during registration, the application process can be completed by navigating to the **'Certifications'** page.

Test Vendor

Vendor Profile

Overview

Company Information

Awards

Contacts

Addresses

Locations

Billing

Tier 2 Spend Data

Certifications

eProcurement Terms of Use

HUB Terms of Use

NCSBE Terms of Use

> A confirmation message confirming that the initial registration has been successfully completed is displayed. Based on the Registration Types selected, it highlights several actions that can now be completed.

✔

Your registration as a vendor has been completed!

- You can now manage your account and invite others from your organization to participate by navigating to the 'My Vendor' tab.

- You can now view solicitations and start bidding by navigating to the 'Solicitations' tab.

- You can now participate in NC eProcurement. For more information, navigate to eprocurement.nc.gov.

- You can begin your HUB application now by navigating to the 'Certifications' page in your account and selecting 'Apply for HUB Certification'.

- You can begin your NCSBE application now by navigating to the 'Certifications' page in your account and selecting 'Apply for NCSBE Certification'.